



AYLESTONE SCHOOL

FEDERATED WITH WITHINGTON & BROADLANDS PRIMARY SCHOOLS

Broadlands Lane, Hereford. HR1 1HY

Tel. 01432 357371 admin@aylestone.hereford.sch.uk

Thank you for taking an interest in our school. Aylestone School is federated with two primary schools with one Executive Headteacher. This is an exciting opportunity for an enthusiastic, dynamic, creative individual to join our secondary school. We offer you an exciting opportunity to work with and enhance a forward thinking, successful, small, supportive and motivated team. Whilst the school has a relentless focus on high expectations and aspirations we are proud to provide a happy and nurturing environment, so that as well as maturing into well-rounded, confident young people, our students develop a passion for learning.

Data Manager and Exams Officer

Permanent position, Full Time.

Grade HC7 – £25,927 to £30,095

Required from September 2022

An exciting opportunity exists to recruit an experienced Data Manager and Exams Officer, with excellent communication and organisational skills. This post requires initiative, flexibility, patience and the ability to work under pressure. You will oversee a small team and directly support the Headteacher and Senior Leadership Team. We would like to hear from you if:-

- You work well under pressure and have the ability to prioritise well
- you have enthusiasm and a strong commitment to achievement, safeguarding and welfare of all children
- you have a sense of humour and high expectations of pupil behaviour
- you are flexible, accommodating and a team player

If you are interested, please contact Mrs Becky Kastania Office Manager/PA to Headteacher bkastania@aylestone.hereford.sch.uk to arrange to visit the school, or to discuss the post over the phone.

Aylestone is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Disclosure.

Closing date: Monday 22nd August 2022

Interview date: W/C 22nd August 2022